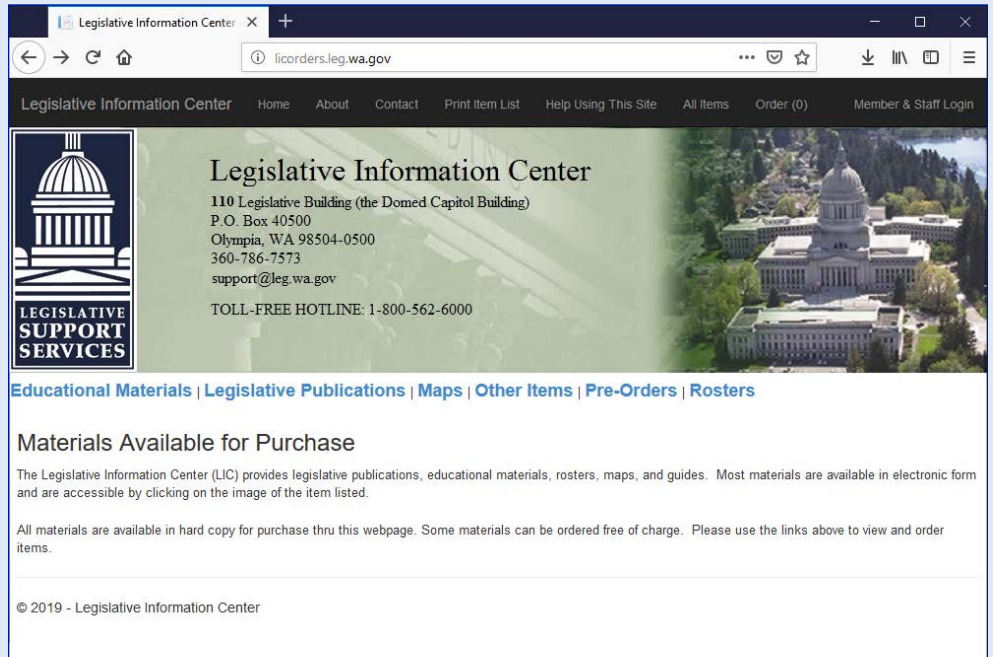


Navigating LICs Online Order Form

The following instructions provide an outline on how to navigate LICs new online order form. The form was created during the 2016 interim. LIC provides certain items gratis. All sale items include tax at a rate of \$0.089. Shipping is calculated at a base rate of \$2.95 with an additional \$2.00 added for each \$10.00 increment. Orders with \$0.00 due can be emailed into LIC. Orders with a sale amount can be printed and mailed in with a check addressed to the Washington State Treasurer. Most items are available in electronic format and can be viewed and printed by clicking on the image of the item. Descriptive information is obtained, along with the author, by clicking on the item's title. Archived documents can be ordered by contacting LIC directly (see [Contact](#) menu).



General Overview of the Order Form Website

1. Navigate to LICs Order Form website:
<http://licorders.leg.wa.gov/>.
2. The main menu options are available as follows:
 - a. Home – use this option to return to the main home page at any time.
 - b. About – use this option to learn about LIC.
 - c. Contact – use this option to obtain LIC contact information:
 - i. Physical location.
 - ii. Phone numbers.
 - iii. Email address.
 - iv. Website.
 - d. All Items – use this option to display all items available thru LIC.
 - e. Order – use this option to view items currently marked as on order.

3. The items navigation menu options allow filtering and viewing of items by the following categories:

Category	Description
Educational Materials	Guides that provide information about the legislative process. (e.g., Glossary of Terms, How a Bill Becomes Law, etc.).
Legislative Publications	Publications pertaining to the legislative session or biennium (e.g., Final Leg Report, Journals, Legislative Manual, etc.)
Rosters	Pictorials and directories (e.g., Member Pictorials, Lobbyist Directory, Telephone & Committee Directories, etc.)
Maps	District maps.
Pre-Orders	Legislative publications, rosters, and maps that are not yet printed. Rosters and Maps are generally available shortly after the start of session, publications following session.
Other Items	Publications from others (e.g., Don Brazier).

As of January 16, 2017

View, Add, Update, and Remove Items on Order

1. Navigate to LICs Order Form website: <http://licorders.leg.wa.gov/>

➤ **Note:** Legislative Members and Staff must use the login option located in the upper, right-hand corner before submitting orders.

2. Select **All Items** to display items or select an item category.

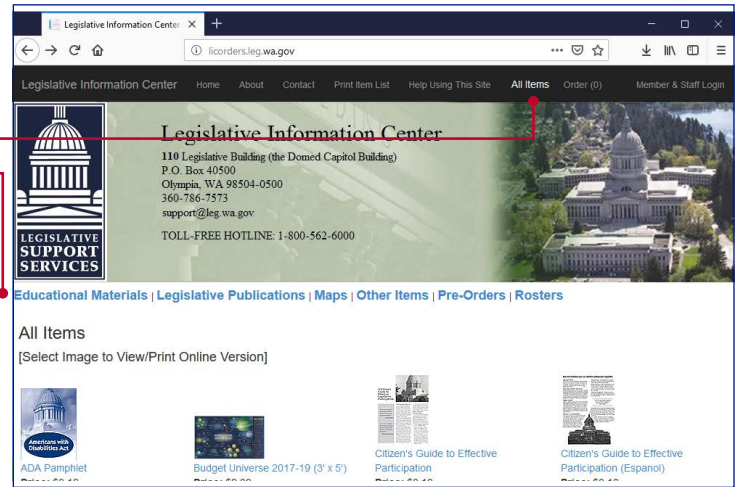
3. Click the item image to view and/or print an online version of the item.

4. Click the name of the item to view the author and descriptive information about the item.

5. Click Order Item to add to Order List.

➤ **Note:** One item is added at a time. This number can be changed on the Quantity field of the Order screen.

6. After an Order Item is clicked, the Order screen will be displayed.



ID	Name	Product Details	Gratis	Price (each)	Quantity	Item Total	Remove Item	Update Button
78	ADA Pamphlet	View	30	\$0.10	<input type="text" value="1"/>	\$0.00	<input type="checkbox"/>	Update
5	Citizen's Guide to Lawmaking	View	30	\$0.55	<input type="text" value="2"/>	\$0.00	<input type="checkbox"/>	Update

☐ Pick Up/CMS Order (exclude shipping and handling) [Update](#)

Order Total: \$0.00
Shipping & Handling: \$0.00
Sub Total: \$0.00
Sales Tax: \$0.00
Total Due: \$0.00

[Continue Shopping](#) [Submit Order](#)

Gratis = Total number of copies available free of charge.
Shipping and handling is calculated at a base rate of \$2.95 with an additional \$2.00 added for each \$10 increment. Map shipping tubes (\$2.00 each) are calculated at a rate of up to 4 maps per tube.
Sales tax is calculated at 8.9 percent. If your local tax is a different rate, please adjust accordingly. You are not required to pay sales tax if your order is being shipped out of Washington State or if you are a federal agency.

To Change the Quantity

7. Click in the Quantity field, update the number, and click the Update button.

To Remove an Item

8. Check the Remove Item box within the item row and click the Update button.

To Add additional items

9. Click the Continue Shopping button.

Complete Order

1. Click the Submit Order button.

2. Complete the Shipping Information text boxes.

➤ **Legislative users' information will automatically populate into the fields.**

Email Orders

- If the order has \$0.00 due, the Email Order button will display.
- Click the Email Order button to submit the completed order.

Print Orders

- If the order has a dollar amount due, the Print Order (Pay by Check) button will display.
- Click the Print Order (Pay by Check) button to print the completed order.
- Make checks payable to the Washington State Treasurer. (Cash is not accepted.)
- Send order by U.S. Mail to the address listed on the [Contacts](#) page.

Name	Item Total	Quantity Ordered
ADA Pamphlet	\$0.10	1
Citizen's Guide to Lawmaking	\$0.55	2

Order Total: \$0.00
Shipping & Handling: \$0.00
Sub Total: \$0.00
Sales Tax: \$0.00
Total Due: \$0.00

Shipping Information:

First Name:
Last Name:
Organization:
Address:
City:
State:
Postal Code:
Email Address:
Phone Number:
Notes:

[Continue Shopping](#)
[Send Order](#)
[Print Label](#)

Orders submitted thru the U.S. Postal Service should be addressed to: Legislative Information Center, P.O. Box 40500, Olympia, WA 98504-0500.
Checks must be remitted to the Washington State Treasurer (Cash Not Accepted).